



***ROANOKE CITY COUNCIL
SPECIAL SESSION***

***MAY 13, 2004
2:00 P.M.***

COUNCIL CHAMBER

AGENDA

Call to Order – Roll Call.

The Invocation will be delivered by Vice-Mayor C. Nelson Harris.

The Pledge of Allegiance to the Flag of the United States of America will be led by Mayor Ralph K. Smith.

NOTICE:

Today's special meeting will be televised live on RVTv Channel 3. The meeting will be replayed on Channel 3 on Friday, May 14, 2004, at 7:00 p.m., and Sunday, May 16, 2004, at 4:00 p.m. Closed captioning for the hearing impaired will be offered for today's meeting.

ANNOUNCEMENTS:

THE CITY CLERK'S OFFICE NOW PROVIDES THE MAJORITY OF THE CITY COUNCIL AGENDA ON THE INTERNET FOR VIEWING AND RESEARCH PURPOSES. TO ACCESS AGENDA MATERIAL, GO TO THE CITY'S HOMEPAGE AT WWW.ROANOKEGOV.COM, CLICK ON THE ROANOKE CITY COUNCIL ICON, CLICK ON MEETINGS AND AGENDAS, AND DOWNLOAD THE ADOBE ACROBAT SOFTWARE TO ACCESS THE AGENDA.

Statement of Purpose. Mayor Smith.

Introduction and Consideration of Ordinances and Resolutions:

A Certificate of the Director of Finance advising that funds required for the 2004-2005 General Fund, Civic Facilities Fund, Parking Fund, Market Building Operations Fund, Department of Technology Fund, Fleet Management Fund, Risk Management Fund, School Fund, School Food Services Fund, and Grant Fund budgets will be available for appropriation.

P 6

1. An Ordinance amending Section 2-178.4, Assessment of administrative costs, Article VIII, Finance Generally, Chapter 2, Administration, Code of the City of Roanoke (1979), as amended, to allow an administrative charge to be imposed for collection of taxes or other charges 30 days after notice of delinquency with regard to such taxes or other charges, effective July 1, 2004.
2. Resolutions amending the City's Fee Compendium to establish certain fees for Emergency Medical Standby Services, certification of certain backflow preventers, and a maintenance fee against each holder of a photocopier/services account for use of the photocopier and related services located in the Roanoke Law Library, effective July 1, 2004.

P 7;
O 9

P 11;
R 14;
R 15;
R 16

3. An Ordinance amending Ordinance No. 36309-051203, adopted May 12, 2003, in order to rescind a scheduled rate increase for certain sewage treatment charges; and amendment of the City's Fee Compendium. P 18;
O 20
4. A Resolution endorsing the update to the Capital Improvement Program submitted by the City Manager by letter of May 13, 2004. P 22;
R 25
5. An Ordinance to authorize the issuance of bonds and appropriate funding for various capital improvement projects, amending and reordaining certain sections of the 2004-05 Capital Projects Fund Appropriations. B/O 27
6. An Ordinance adopting the Annual General, Civic Facilities, Parking, Market Building Operations, Department of Technology, Fleet Management, Risk Management, School, School Food Services, and Grant Funds Appropriations of the City of Roanoke for the fiscal year beginning July 1, 2004, and ending June 30, 2005. B/O 28
7. An Ordinance to adopt and establish a Pay Plan for officers and employees of the City, effective July 1, 2004; providing for certain salary adjustments and merit increases; authorizing annual salary increments for certain officers and employees for use of private motor vehicles; authorizing annual salary increments for sworn police officers assigned to the Criminal Investigation Division; authorizing annual salary increments for certain members of the Fire-Emergency Medical Services Department who are certified as Emergency Medical Technicians; authorizing annual salary increments for certain members of the Fire-Emergency Medical Services Department who are members of the Regional Hazardous Materials Response Team; providing for continuation of a police career enhancement program; providing for continuation of a Firefighter/Emergency Medical Technician merit pay program; providing for a Community Oriented Policing Effort program; providing for payment of a monthly stipend O 37

to certain board and commission members; providing for an increase in base annual salary for any employee of the Sheriff who meets the qualifications for and has been appointed Master Deputy Sheriff; repealing Ordinance No. 36312-051203, adopted May 12, 2003, as amended by Ordinance No. 36478-091503, adopted on September 15, 2003, except for Paragraph 16, thereof, relative to the annual salaries of the Mayor, Vice-Mayor and Council members to the extent of any inconsistency; effective July 1, 2004.

8. An Ordinance providing for certain supplemental benefits under the City of Roanoke Pension Plan to certain members of such Plan and certain of their surviving spouses; effective July 1, 2004.
9. A Resolution authorizing the City Manager to submit an approved Annual Update to the Consolidated Plan for Fiscal Year 2004-2005 to the United States Department of Housing and Urban Development (HUD) for final review and approval, and authorizing execution of appropriate documents for acceptance of such funding.
10. Appointment of two Trustees to the Roanoke City School Board for terms of three years, each, commencing July 1, 2004 and ending June 30, 2007. Applicants are: Alvin L. Nash, Courtney A. Penn and Linda F. Wright.
11. Adjournment.

P 43;
O 47

P 49;
R 58

P 60

**MOTION AND CERTIFICATION
WITH RESPECT TO
CLOSED MEETING**

FORM OF MOTION:

I move, with respect to any Closed Meeting just concluded, that each member of City Council in attendance certify to the best of his or her knowledge that (1) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (2) only such public business matters as were identified in any motion by which any Closed Meeting was convened were heard, discussed or considered by the members of Council in attendance.

PLEASE NOTE:

1. The forgoing motion shall be made in open session at the conclusion of each Closed Meeting.
2. Roll call vote included in Council's minutes is required.
3. Any member who believes there was a departure from the requirements of subdivisions (1) and (2) of the motion shall state prior to the vote the substance of the departure that, in his or her judgement, has taken place. The statement shall be recorded in the minutes of City Council.



CITY OF ROANOKE
DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

Telephone: (540) 853-2821

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JESSE A. HALL

Director of Finance

email: jesse_hall@ci.roanoke.va.us

ANN H. SHAWVER

Deputy Director

email: ann_shawver@ci.roanoke.va.us


May 13, 2004

TO: Honorable Mayor and Members of Council

FROM: Jesse A. Hall, Director of Finance

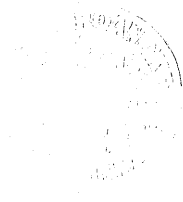
SUBJECT: Certification of Funding

I, Jesse A. Hall, Director of Finance of the City of Roanoke, in accordance with paragraphs (h) and (i) of Section 25.1 of the Charter of the City of Roanoke, do hereby certify that funds required for the 2004 – 2005 General Fund, Civic Facilities Fund, Parking Fund, Market Building Operations Fund, Department of Technology Fund, Fleet Management Fund, Risk Management Fund, School Fund, School Food Services Fund, and Grant Fund budgets will be available for appropriation.



Director of Finance

JAH:ca



CITY OF ROANOKE OFFICE OF THE CITY MANAGER

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May 13, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Updating City Code
 Regarding Collection Fees

Background:

In reviewing the current assessment of administrative costs associated with collection fees, the Department of Billings and Collections identified the need to update the City Code to reflect changes to the Code of Virginia (1950) as amended, regarding the payment of administrative costs that became effective on July 1, 2003.

The City Code section that imposes collection fees is Section 2-178.4 – Assessment of Administrative Costs. It allows the City to charge delinquent taxpayers an administrative collection fee in addition to all taxes, penalties, and interest the taxpayer may owe as follows:

- (a) \$30 for collection action that includes filing of a warrant or legal document (such as a lien or wage assignment; this means the fee is applied only to the issuance of liens, distress warrants, and wage assignments and not for regular collection letters or efforts).
- (b) \$35 if the total amount due is collected subsequent to a judgment.
- (c) \$150 or 25% of the collection cost, whichever is less, if the collection activity is for a nuisance abatement fee; however, in no event shall the fee be less than \$25.

The State Code section which authorizes the imposition of administrative costs is Section 58.1-3958. It provides that the administrative costs shall be in addition to all penalties and interest, and shall not exceed:

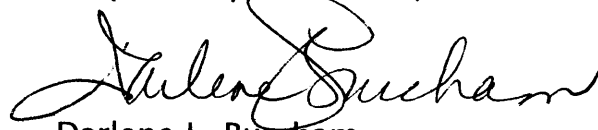
- (a) \$30 for taxes or other charges collected subsequent to 30 or more days after notice of delinquent taxes or charges. (This means that the fee can be applied 30 days after an initial notice of delinquency.)
- (b) \$35 for taxes or other charges collected subsequent to judgment.
- (c) \$150 or 25% of the cost, if the collection activity is to collect on a nuisance abatement lien; however, in no event shall the fee be less than \$25.

The change to the State Code provides that the fee can be applied to taxes and other charges thirty days after the initial notice of delinquency, rather than waiting for issuance of a legal document such as a lien or distress warrant.

Recommended Action:

Update the City Code to reflect the changes made to the State Code that became effective July 1, 2003 regarding the payment of administrative costs.

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB:rbI

- c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Dana D. Long, Manager, Billings and Collections
Sherman M. Stovall, Acting Director of Management and Budget

CM04-00079

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE amending §2-178.4, Assessment of administrative costs, of Article VIII, Finance Generally, of Chapter 2, Administration, of the Code of the City of Roanoke (1979), as amended, by allowing an administrative charge to be imposed for the collection of taxes or other charges thirty days after notice of delinquency concerning such taxes or other charges; providing for an effective date; and dispensing with the second reading of this ordinance by title.

BE IT ORDAINED by the Council of the City of Roanoke that:

1. Section 2-178.4, Assessment of administrative costs; of Article VIII. Finance Generally, of Chapter 2, Administration, of the Code of the City of Roanoke (1979), as amended, is hereby amended to read and provide as follows:

Sec. 2-178.4. Assessment of administrative costs.

If collection proceedings have been commenced by the treasurer or other tax official against any delinquent taxpayer or other persons owing delinquent charges to the city, then in addition to all taxes, penalties and interest or such other charges due, such persons shall pay an administrative fee as provided in section 58.1-3958, Code of Virginia (1950), as amended, to cover the cost of collection in the following amount:

- (a) Thirty dollars (\$30.00) if the total amount due is collected subsequent *to thirty (30) or more days after notice of delinquent taxes or other charges* ~~the filing of a warrant or other appropriate legal document~~ but prior to judgment; or
- (b) Thirty-five dollars (\$35.00) if the total amount due is collected subsequent to judgment; or
- (c) One hundred and fifty dollars (\$150.00) or twenty-five (25) percent of the collection cost, whichever is less, if the collection activity is to collect on a

nuisance abatement fee; however, in no event shall the fee be less than twenty-five dollars (\$25.00).

2. This ordinance shall be in full force and effect on and after July 1, 2004.
3. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE

OFFICE OF THE CITY MANAGER

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May 13, 2004

Honorable Ralph K. Smith, Mayor
 Honorable C. Nelson Harris, Vice Mayor
 Honorable William D. Bestpitch, Council Member
 Honorable M. Rupert Cutler, Council Member
 Honorable Alfred T. Dowe, Jr., Council Member
 Honorable Beverly T. Fitzpatrick, Jr., Council Member
 Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Proposed Fee Schedule Changes

Background:

In developing the budget for Fiscal Year 2004-05, departments were asked to look at their fee structures and, where feasible, propose fee schedule changes that focus on recovering the cost of providing services.

The recommended Fiscal Year 2004-05 budget incorporates proposed fee structure changes for emergency medical services, cross connection inspections, and Law Library fees. These proposed changes are reflected in the budget ordinances presented for adoption for fiscal year 2004-05 and would be effective July 1, 2004.

Considerations:

Emergency Medical Service Fee:

Currently the Fire/EMS department provides stand-by services for concerts, sporting events, and other special events. Fire-EMS has been recovering a portion of the cost for providing these supportive services. The proposed Advanced Life Support Emergency Medical Services Technician fee is \$20.00/hour. The proposed Advanced Life Support Unit fee is \$35.00/hour. In addition, the College of Health Sciences will assign a student to established Fire/EMS paramedics for the purpose of training through the EMS Externship program. The fee of \$35.00 per student for each 12 hours covers

a portion of the cost associated with the training activities. These fees need to be incorporated into the Fee Compendium.

Cross Connection Fee

The recently adopted Virginia Uniform Statewide Building Code (USBC) Section 131.0. IPMC subsections 505.5, 505.5.1, and 505.5.2 requires an annual inspection of back-flow preventers. Back-flow preventers are plumbing related fixtures that ensure various types of plumbing systems do not send water back into the public water supply system and reduce potential contamination. Currently only devices associated with new construction are initially inspected. The City will require that testable back-flow preventers as required by USBC installed for commercial/industrial use are inspected on an annual basis to ensure their continued function. Residential sprinkler meters, which are a concern due to the possibility of backfeeding chemicals from lawns and pesticides into the water system, will also be required to be inspected. The certification fee of \$35.00 will be assessed on each back-flow preventer inspected to certify its continued function. With the adoption of a fee, annual inspections, to be conducted by third party inspectors, will be conducted on all existing devices. The program will be carried out in a similar manner as the elevator inspection program.

Law Library Account Fee

The Library currently makes available accounts for black and white copies made by attorneys who are members of the Roanoke Bar Association. An annual maintenance fee of \$10.00 is charged per fiscal year. The annual fee is imposed for the use of the photocopier, computer printer, fax or other services. This fee needs to be incorporated into the Fee Compendium.

Recommended Action:

Approve the attached resolutions and amend the City's Fee Compendium to reflect the changes in emergency medical services, cross connection, and library fees effective July 1, 2004.

Respectfully submitted,



Darlene L. Burcham
City Manager

Honorable Mayor and Members of Council
May 13, 2004
Page 3

Attachments

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Sherman M. Stovall, Acting Director of Management and Budget

CM04-00080

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION amending the City's Fee Compendium by establishing certain fees for Emergency Medical Standby Services; and establishing an effective date.

WHEREAS, Emergency Medical Standby Services are required for VHSL high school games, certain events at the Roanoke Civic Center and various outdoor festivals such as Festival in the Park;

WHEREAS, it is necessary that the revenues collected for Emergency Medical Standby Services be deposited in the General Fund of the City of Roanoke; and

WHEREAS, in order to deposit the collected revenues for Emergency Medical Standby Services into the General Fund, City Council must first establish and approve a fee compendium for such services.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that:

1. The Fee Compendium of the City, maintained by the Director of Finance and authorized and approved by City Council by Resolution No. 32412-032795, adopted March 27, 1995, effective as of that date, as since amended, shall be amended to reflect that the fees charged for Emergency Medical Standby Services will be as follows:

| | |
|--------------------------------------|-----------------------------------|
| Advanced Life Support EMS Technician | \$20.00/hour |
| Advanced Life Support Unit | \$35.00/hour |
| EMS Externship | \$35.00/student for each 12 hours |

2. The fees established by this Resolution shall remain in effect until amended by Council.

3. This Resolution shall be in full force and effect on and after July 1, 2004.

ATTEST:

City Clerk.

ST
5/10/04

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION amending the City's Fee Compendium to establish a fee for certification of certain backflow preventers, and providing for an effective date.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The following fee shall be charged for certification of testable backflow preventers as identified in the Virginia Uniform Statewide Building Code for commercial and industrial uses and residential sprinkler meters:

Fee for certification of testable backflow preventers as identified in the Virginia Uniform Statewide Building Code for commercial and industrial uses and residential sprinkler meters:

\$ 35.00 per certification

2. The Fee Compendium of the City, maintained by the Director of Finance and authorized and approved by City Council by Resolution No 32412-032795, adopted March 27, 1995, effective as of that date, as amended, shall be amended to reflect the new fee for certification of backflow preventers for commercial and industrial uses and residential sprinkler meters.

3. Resolution No. 32412-032795 is hereby amended to the extent and only to the extent of any inconsistency with this Resolution.

4. The fee established by this Resolution shall remain in effect until amended by this Council.

5. This Resolution shall be in full force and effect on July 1, 2004.

ATTEST:

City Clerk.

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IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION amending the City's Fee Compendium to establish a maintenance fee against each holder of a photocopier/services account for use of the photocopier and related services located in the Roanoke Law Library.

BE IT RESOLVED by the Council of the City of Roanoke that:

1. The following fee shall be charged each holder of a law library photocopier/service account. Charges against patrons utilizing Law Library services such as the photocopier, computer printing, faxing and related services are billed to this account. This annual fee shall be assessed against each holder of a Roanoke Law Library photocopier/service account each fiscal year as a maintenance charge for the upkeep of such account.

| | |
|------------------|---|
| Maintenance Fee: | \$10.00/each fiscal year per each photocopier/services account |
|------------------|---|

2. The Fee Compendium of the City, maintained by the Director of Finance and authorized and approved by City Council by Resolution No 32412-032795, adopted March 27, 1995, effective as of that date, as amended, shall be amended to reflect the new fee for maintaining an account for use of the photocopier and related services located at the Roanoke Law Library.

3. Resolution No. 32412-032795 is hereby amended to the extent and only to the extent of any inconsistency with this Resolution.

4. The fee established by this Resolution shall remain in effect until amended by this Council.

5. This Resolution shall be in full force and effect on July 1, 2004.

ATTEST:

City Clerk.



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Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Action to Rescind Sewer
Rate Increase Scheduled
for July 1, 2004

Background:

A sewer rate increase for City residents of fifteen percent (15%), to be effective July 1, 2004, was approved by City Council by Ordinance No. 36309-051203, adopted on May 12, 2003. The creation of the Western Virginia Water Authority, however, presents an opportunity to restructure costs and debt service needs. By combining operations with Roanoke County, the planned rate increase can be deferred over a six (6) year period, allowing the July 1, 2004 sewer rate increase to be rescinded.

Recommended Actions:

Amend Ordinance No. 36309-051203 in order to rescind the sewer rate increase scheduled to go into effect July 1, 2004, and amend the Fee Compendium to reflect such action.

Respectfully submitted,

Darlene L. Burcham
City Manager

DLB/mtm

c: Jesse A. Hall, Director of Finance
 William M. Hackworth, City Attorney
 Mary F. Parker, City Clerk
 George C. Snead, Jr., Assistant City Manager for Operations
 Sherman Stovall, Acting Director of Management and Budget
 Michael McEvoy, Director of Utilities
 Scott Shirley, WPC Manager

CM04-00078

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE amending Ordinance No. 36309-051203, adopted May 12, 2003, in order to rescind a scheduled rate increase for certain sewage treatment charges; amending the Fee Compendium; and dispensing with the second reading by title of this ordinance.

WHEREAS, on May 12, 2003, Council adopted Ordinance No. 36309-051203, which revised rates for certain sewage treatment charges for the City of Roanoke, some of which became effective July 1, 2003, and provided for one increase scheduled to become effective July 1, 2004; and

WHEREAS, City Council has determined that the proposed rate increase scheduled to take effect July 1, 2004, is not necessary at this time, and therefore wishes to rescind that part of the ordinance increasing the Standard Treatment Charge Fee.

THEREFORE, BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Ordinance No. 36309-051203 is hereby amended by deleting subparagraph 1(b) of such ordinance in order to eliminate the scheduled increase in the Standard Treatment Charge Fee from \$1.94 per 100 cubic feet of water used to \$2.23 per 100 cubic feet, effective July 1, 2004, thereby eliminating such scheduled increase, all as further set forth in the City Manager's letter to Council dated May 13, 2004.

2. As amended, Ordinance No. 36309-051203 is hereby affirmed and remains in full force and effect.

3. The Fee Compendium of the City, maintained by the Director of Finance and authorized and approved by the City Council by Resolution No. 32412-032795, adopted March

27, 1995, effective as of that date, as amended, shall be amended to reflect that the above scheduled rate increase has been rescinded.

4. Pursuant to Section 12 of the Roanoke City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE

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 Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

Subject: Capital Improvement Program
 Update for FY 2005-2009

Background:

The Capital Improvement Program (CIP) for Fiscal Years 2005-2009 is a plan recommended for approval by City Council for capital expenditures to be incurred over the next five years in order to address the priority long-term capital needs of Roanoke. The CIP reflects the current status of projects which have previously been approved and funded by City Council, and is a revision to the Fiscal Years 2004-2008 Capital Improvement Program approved by City Council on May 12, 2003.

Considerations:

On April 19, 2004, City Council received the proposed Capital Improvement Program for Fiscal Years 2005-2009 as part of the Recommended Resource Allocation Plan. The Capital Improvement Program Summary Section in this document provides a summary of projects.

The Capital Improvement Program for Fiscal Years 2005-2009 is comprised of capital projects with an estimated cost of project completion totaling \$276,138,289.

Additional funding of \$8,775,000 is required for the renovation/construction of Patrick Henry High School and \$4,775,000 is needed for the William Fleming High School renovation/construction project.

As discussed during meetings of the Budget and Planning Committee and during the Financial Planning Work Session, bonds will be issued during the Fiscal Year 2004-2005 for the following projects:

| | |
|--|--------------|
| ▪ Police Building Phase II | \$ 6,670,000 |
| ▪ Fire-EMS Facilities | \$ 4,431,000 |
| ▪ Riverside Center for Research & Technology | \$ 5,500,000 |
| ▪ Lincoln Terrace Elementary School | \$ 1,300,000 |
| ▪ Patrick Henry High School | \$39,275,000 |
| ▪ Downtown West Parking Garage | \$ 2,000,000 |
| ▪ Civic Facilities Expansion and Renovation | \$14,300,000 |

Recommended Action:

Several actions are required of Council to continue implementation of the CIP at this time.

Approve a resolution endorsing the update to the CIP.

Authorize a public hearing to be held on June 21, 2004, for the issuance of general obligation bonds for Police Building Phase II (\$6,670,000), Fire-EMS Facilities (\$4,431,000), Patrick Henry High School (\$1,275,000), and Downtown West Parking Garage (\$2,000,000).

Council previously authorized the issuance of bonds for the Civic Center Expansion/ Renovation project, the Riverside Center for Research and Technology, \$45.5 million of the Patrick Henry High School Renovation/Construction project, and the Lincoln Terrace Elementary School improvement project.

- Appropriate \$3,351,434 included in the FY 2004-05 Transfers to Capital Projects Account (001-250-9310-9508) to the respective capital project accounts established by the Director of Finance for the following projects:
 - \$150,000 to Capital Project Account (008-052-9549) for Bridge Maintenance
 - \$436,860 to Capital Project Account (008-530-9678) for Fire/EMS Facility Improvements Program
 - \$199,274 to Capital Project Account (008-530-9736) for NPDES Phase II - Stormwater Management
 - \$310,000 to Capital Project Account (008-530-9803) for Transportation Projects
 - \$900,000 to Capital Project Account (008-530-9821) for Municipal North Renovation


The Honorable Mayor and Members of Council

May 13, 2004

Page 3 of 3

- \$1,000,000 to Capital Project Account (008-530-9776) for Public Works Service Center
- \$290,000 to Capital Project Account (008-620-9803) for Multipurpose Recreation Center
- \$54,000 to Capital Project Account (008-640-9903) for Police Academy Building
- \$11,210 to Capital Project Account (008-310-9794) for Boxley Materials Company Performance Agreement

Respectfully submitted,



Darlene L. Burcham
City Manager

DLB:vt

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A. Hall, Director of Finance
Sherman M. Stovall, Acting Director of Management and Budget

CM04-00081

W M / X

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION endorsing the update to the Capital Improvement Program submitted by the City Manager by letter of May 13, 2004.

WHEREAS, by letter of May 13, 2004, and the attachment to such letter, the City Manager and Director of Finance have presented an update to the City's Five-Year Capital Improvement Program for Fiscal Years 2005-2009 in the recommended Resource Allocation Plan totaling \$276,138,289. Additional funding of \$8,775,000 is required for the renovation/construction of Patrick Henry High School and \$4,775,000 is required for the William Fleming High School renovation/construction project;

WHEREAS, the program will require a public hearing on the authorization for the issuance of general obligation bonds for the Police Building Phase II (\$6,670,000), Fire-EMS Facilities (\$4,431,000), Patrick Henry High School (\$1,275,000), and Downtown West Parking Garage (\$2,000,000);

WHEREAS, the Capital Improvement Program and the funding recommendation for projects is affordable and consistent with previous discussions by City Council and actions taken by City Council; and

WHEREAS, this Council is desirous of endorsing the recommended update to the Capital Improvement Program;

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that this Council endorses and concurs in the recommendations of the City Manager and Director of Finance for a certain update to the Five-year Capital Improvement Program for the City of

Roanoke for Fiscal Years 2005-2009, the related funding recommendations, as set out in the letter of the City Manager dated May 13, 2004, and the attachments to such letter, and authorizes the holding of a public hearing on June 21,2004, the issuance the of bonds described above.

ATTEST:

City Clerk.

AHS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE to authorize the issuance of bonds and appropriate funding for various capital improvement projects, amending and reordaining certain sections of the 2004-2005 Capital Projects Fund Appropriations, and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke that the following sections of the 2004-2005 Capital Projects Fund Appropriations be, and the same are hereby, amended and reordained to read and provide as follows:

Appropriations

| | | |
|------------------------------------|-------------------|-----------|
| Appropriation From General Revenue | 008-530-9552-9003 | 150,000 |
| Appropriation From General Revenue | 008-530-9678-9003 | 436,860 |
| Appropriation From General Revenue | 008-830-9736-9003 | 199,274 |
| Appropriation From General Revenue | 008-530-9803-9003 | 310,000 |
| Appropriation From General Revenue | 008-530-9821-9003 | 900,000 |
| Appropriation From General Revenue | 008-530-9776-9003 | 1,000,000 |
| Appropriation From General Revenue | 008-620-9824-9003 | 290,000 |
| Appropriation From General Revenue | 008-530-9823-9003 | 54,000 |
| Appropriation From General Revenue | 008-310-9826-9003 | 11,210 |

Revenues

| | | |
|----------------------------|-------------------|-----------|
| Transfer from General Fund | 008-110-1234-1037 | 3,351,434 |
|----------------------------|-------------------|-----------|

Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

AMS

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE adopting the annual General, Civic Facilities, Parking, Market Building Operations, Department of Technology, Fleet Management, Risk Management, School, School Food Services and Grant Funds Appropriations of the City of Roanoke for the fiscal year beginning July 1, 2004, and ending June 30, 2005; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. That all money that shall be paid into the City Treasury for the General, Civic Facilities, Parking, Market Building Operations, Department of Technology, Fleet Management, Risk Management, School, School Food Services and Grant Funds in the fiscal year beginning July 1, 2004, and ending June 30, 2005, shall constitute General, Civic Facilities, Parking, Market Building, Department of Technology, Fleet Management, Risk Management, School, School Food Services, and Grant Funds and that as much of the same as may be necessary be, and the same is hereby appropriated to the following uses and purposes, to-wit:

General Fund

Revenues

| | |
|--|-----------------------|
| General Property Taxes | \$ 87,491,000 |
| Other Local Taxes | 62,631,000 |
| Permits, Fees and Licenses | 1,112,000 |
| Fines and Forfeitures | 1,321,000 |
| Revenue from Use of Money and Property | 735,000 |
| Grants-in-Aid Commonwealth | 47,287,000 |
| Grants-in-Aid Federal Government | 34,000 |
| Charges for Current Services | 10,845,000 |
| Miscellaneous | 320,000 |
| Total Revenues | <u>\$ 211,776,000</u> |

Appropriations

| | | |
|--|--------------|-------------|
| Treasurer | | \$ 835,374 |
| Clerk of Circuit Court | | 1,203,529 |
| Juvenile and Domestic Relations Court Services | | 1,549,201 |
| Juvenile and Domestic Relations Court Clerk | | 28,015 |
| Magistrate | | 2,917 |
| General District Court | | 33,013 |
| Circuit Court | | 441,641 |
| Commissioner of the Revenue | | 879,876 |
| | | |
| Sheriff | \$ 2,121,390 | |
| Jail | 12,425,468 | 14,546,858 |
| | | |
| Commonwealth's Attorney | \$ 1,301,761 | |
| Cost Collections Unit | 68,033 | 1,369,794 |
| | | |
| City Council | | 247,856 |
| City Attorney | | 848,703 |
| City Clerk | | 533,651 |
| | | |
| Municipal Auditing | | 493,374 |
| | | |
| Department of Finance | \$ 1,717,236 | |
| Office of Billings and Collections | 603,995 | |
| Real Estate Valuation | 911,747 | |
| Board of Equalization | 20,944 | 3,253,922 |
| | | |
| Residual Fringe Benefits | | 2,085,309 |
| Miscellaneous | | 100,000 |
| Transfers to School Fund | | 52,094,681 |
| Transfers to Greater Roanoke Transit Company | | 1,062,000 |
| Transfers to Debt Service Fund | | 12,540,150 |
| Transfer to Other Funds | | 8,413,305 |
| Electoral Board | | 270,987 |
| Office of Communications | | 354,590 |
| City Manager | | 706,790 |
| Memberships and Affiliations | | 2,318,582 |
| Personnel Lapse | | (1,670,243) |
| Contingency | | 1,310,862 |
| Environmental and Emergency Management | | 227,809 |
| Roanoke Arts Commission | | 328,932 |
| Economic Development | | 675,450 |
| Department of Management and Budget | | 749,837 |

| | | |
|--|------------------|------------|
| Human Resources | \$ 1,124,853 | |
| Occupational Health Clinic | <u>372,319</u> | 1,497,172 |
| E911 Center | \$ 2,103,986 | |
| E911 Wireless | 254,187 | |
| Telecommunications | <u>567,193</u> | 2,925,366 |
| Director of General Services | \$ 154,250 | |
| Management Services | 103,686 | |
| Purchasing | <u>279,328</u> | 537,264 |
| Building Maintenance | \$ 3,488,840 | |
| Custodial Services | <u>1,149,350</u> | 4,638,190 |
| Fire Administration | \$ 712,398 | |
| Fire Support | 681,617 | |
| Fire Operations | 12,202,366 | |
| Fire Airport Rescue | 597,318 | |
| Emergency Medical Services | <u>2,065,657</u> | 16,259,356 |
| Director of Public Works | \$ 218,055 | |
| Solid Waste Management | 5,989,807 | |
| Transportation - Streets and Traffic | 4,177,561 | |
| Transportation - Paving | 2,228,952 | |
| Transportation - Snow Removal | 258,618 | |
| Transportation - Street Lighting | 944,963 | |
| Transportation - Engineering & Operations | 1,464,549 | |
| Engineering | <u>1,600,850</u> | 16,883,355 |
| Planning and Development | \$ 1,005,119 | |
| Building Services | <u>718,301</u> | 1,723,420 |
| Neighborhood Partnership | \$ 140,888 | |
| Citizens Service Center | 96,952 | |
| Housing and Neighborhood Services | <u>1,118,395</u> | 1,356,235 |
| Parks | \$ 2,935,711 | |
| Parks & Recreation Administration | 1,019,816 | |
| Youth Services | 304,087 | |
| Recreation | <u>1,406,213</u> | 5,665,827 |
| Director of Human Services/Social Services | \$ 1,777,122 | |
| Income Maintenance | 4,874,216 | |

| | | |
|--|--------------|-----------------------|
| Social Services - Services | 10,040,302 | |
| RevenueMax | 50,924 | |
| Employment Services | 1,227,961 | |
| Foster Parent Training | 115,545 | |
| Human Services Support | 119,602 | 18,205,672 |
| | | |
| Virginia Institute for Social Services | | 338,340 |
| Training Activities | | |
| Hospitalization | | 78,335 |
| | | |
| Youth Haven | \$ 570,346 | |
| Outreach Detention | 234,315 | |
| Crisis Intervention | 550,269 | 1,354,930 |
| | | |
| Health Department | | 1,178,901 |
| Mental Health | | 425,969 |
| Human Services Committee | | 550,962 |
| Total Action Against Poverty | | 224,742 |
| Comprehensive Services Act (CSA) | | 9,011,779 |
| CSA - Administration | | 66,556 |
| Virginia Cooperative Extension Service | | 72,910 |
| | | |
| Police Administration | \$ 527,727 | |
| Police Investigation | 3,065,357 | |
| Police Patrol | 10,593,297 | |
| Police Services | 2,702,574 | |
| Police Training | 569,527 | |
| Police Animal Control | 826,550 | 18,285,032 |
| | | |
| Libraries | \$ 2,533,893 | |
| Law Library | 125,029 | 2,658,922 |
| Total Appropriations | | <u>\$ 211,776,000</u> |

Civic Facilities Fund

Revenues

| | |
|----------------|---------------------|
| Operating | \$ 3,933,161 |
| Non-Operating | 1,238,874 |
| Total Revenues | <u>\$ 5,172,035</u> |

Appropriations

| | |
|----------------------|---------------------|
| Operating Expenses | \$ 3,069,626 |
| Promotional Expenses | 543,170 |
| Concessions | 552,600 |
| Catering | 226,828 |
| Victory Stadium | 260,099 |
| Capital Outlay | 75,000 |
| Debt Service | 444,712 |
| Total Appropriations | <u>\$ 5,172,035</u> |

Parking Fund**Revenues**

| | |
|----------------|---------------------|
| Operating | \$ 2,780,307 |
| Total Revenues | <u>\$ 2,780,307</u> |

Appropriations

| | |
|--------------------------------|---------------------|
| Parking Coordination | \$ 52,601 |
| Century Station Parking Garage | 156,247 |
| Williamson Road Parking Garage | 217,623 |
| Market Square Parking Garage | 119,363 |
| Church Avenue Parking Garage | 373,257 |
| Tower Parking Garage | 235,483 |
| Gainsboro Parking Garage | 87,012 |
| Church Avenue Surface Lot | 5,465 |
| Bullitt Avenue Surface Lot | 39,036 |
| Salem Avenue Surface Lot | 7,614 |
| Gainsboro Surface Lot | 20,138 |
| Norfolk Avenue Surface Lot | 19,686 |
| Williamson Road Surface Lot | 30,269 |
| Capital Outlay | 59,115 |
| Debt Service | 1,357,398 |
| Total Appropriations | <u>\$ 2,780,307</u> |

Market Building Operations Fund**Revenues**

| | |
|-----------|------------|
| Operating | \$ 303,384 |
|-----------|------------|

| | |
|----------------|-------------------|
| Non-Operating | 4,000 |
| Total Revenues | <u>\$ 307,384</u> |

Appropriations

| | |
|----------------------|-------------------|
| Operating Expenses | \$ 307,384 |
| Total Appropriations | <u>\$ 307,384</u> |

Department of Technology Fund

Revenues

| | |
|----------------|---------------------|
| Operating | \$ 4,737,046 |
| Non-Operating | 876,247 |
| Total Revenues | <u>\$ 5,613,293</u> |

Appropriations

| | |
|----------------------|---------------------|
| Operating Expenses | \$ 4,787,046 |
| Capital Outlay | 826,247 |
| Total Appropriations | <u>\$ 5,613,293</u> |

Fleet Management Fund

Revenues

| | |
|----------------|---------------------|
| Operating | \$ 4,909,286 |
| Non-Operating | 867,597 |
| Total Revenues | <u>\$ 5,776,883</u> |

Appropriations

| | |
|----------------------|---------------------|
| Operating Expenses | \$ 3,284,157 |
| Capital Outlay | 1,935,129 |
| Debt Service | 557,597 |
| Total Appropriations | <u>\$ 5,776,883</u> |

Risk Management Fund

Revenues

| | |
|----------------|----------------------|
| Operating | \$ 11,841,617 |
| Non-Operating | 160,000 |
| Total Revenues | <u>\$ 12,001,617</u> |

Appropriations

| | |
|----------------------------------|----------------------|
| Risk Management Administration | \$ 1,080,617 |
| Risk Management – Other Expenses | 12,645,000 |
| Total Appropriations | <u>\$ 13,725,617</u> |

School Fund**Revenues**

| | |
|----------------------------------|-----------------------|
| Grants-in-Aid Commonwealth | \$ 48,503,349 |
| State Sales Tax (ADM) | 9,763,987 |
| Grants-in-Aid Federal Government | 120,899 |
| Charges for Services | 2,611,116 |
| Transfer from General Fund | 52,094,681 |
| Interest on Investments | 90,000 |
| Total Revenues | <u>\$ 113,184,032</u> |

Appropriations

| | |
|--------------------------------|-----------------------|
| Instruction | \$ 86,362,596 |
| Administrative Services | 2,794,440 |
| Attendance and Health Services | 1,607,664 |
| Transportation | 4,567,954 |
| Operation/Maintenance of Plant | 11,536,489 |
| Facilities | 388,805 |
| Other Uses of Funds | 5,926,084 |
| Total Appropriations | <u>\$ 113,184,032</u> |

School Food Services Fund**Revenues**

| | |
|----------------------------------|---------------------|
| Grants-in-Aid Commonwealth | \$ 85,171 |
| Grants-in-Aid Federal Government | 3,109,133 |
| Charges for Services | 1,580,813 |
| Total Revenues | <u>\$ 4,775,117</u> |

Appropriations

| | |
|----------------------|---------------------|
| Food Services | \$ 4,775,117 |
| Total Appropriations | <u>\$ 4,775,117</u> |

Grant Fund**Revenues**

| | |
|---|------------------|
| Virginia Juvenile Community Crime Control Act | \$ 91,000 |
| Total Revenues | <u>\$ 91,000</u> |

Appropriations

| | |
|---|------------------|
| Substance Abuse Services - Court Services Unit | \$ 41,185 |
| Enhanced Community Services - Court Services Unit | 49,815 |
| Total Appropriations | <u>\$ 91,000</u> |

2. That all salaries and wages covered by the Pay Plan, paid from the appropriations herein, shall be paid in accordance with the provisions thereof;

3. That the Director of Finance be, and he is hereby authorized and directed to transfer between accounts such appropriations for salaries and wages for the labor force as may be necessary to cover cost of labor performed by one department for another.

4. That funding for all outstanding encumbrances, at June 30, 2004, are re-appropriated to the 2004-05 fiscal year to the same department and account for which they are encumbered in the 2003-04 fiscal year.

5. That this ordinance shall be known and cited as the 2004-05 General, Civic Facilities, Parking, Market Building Operations, Department of Technology, Fleet Management, Risk Management, School, School Food Services and Grant Funds Appropriation Ordinance; and

6. Pursuant to the provisions of Section 12 of the City Charter, the second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.

WMT

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA,

AN ORDINANCE to adopt and establish a Pay Plan for officers and employees of the City effective July 1, 2004; providing for certain salary adjustments and merit increases; authorizing annual salary increments for certain officers and employees for use of private motor vehicles; authorizing annual salary increments for sworn police officers assigned to the Criminal Investigation Division; authorizing annual salary increments for certain members of the Fire-Emergency Medical Services Department who are certified as Emergency Medical Technicians; authorizing annual salary increments for certain members of the Fire-Emergency Medical Services Department who are members of the Regional Hazardous Materials Response Team; providing for continuation of a police career enhancement program; providing for continuation of a Firefighter/Emergency Medical Technician merit pay program; providing for a Community Policing Specialist program; providing for payment of a monthly stipend to certain board and commission members; providing for an increase in base annual salary for any employee of the Sheriff who meets the qualifications for and has been appointed Master Deputy Sheriff; repealing, to the extent of any inconsistency, Ordinance No. 36312-051203, adopted May 12, 2003, as amended by Ordinance No. 36478-091503, adopted on September 15, 2003, except for Paragraph 16 thereof, relative to the annual salaries of the Mayor, Vice-Mayor, and Council members; providing for an effective date; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Pursuant to §2-69, Code of the City of Roanoke (1979), as amended, there is hereby adopted by the Council and made applicable to all classified officers and employees of the City on July 1, 2004, the Pay Plan hereinafter set out in its entirety, which shall read and provide as follows:

**CITY OF ROANOKE, VIRGINIA
PAY PLAN
July 1, 2004**

| Pay Grade | Minimum Annual Salary | Maximum Annual Salary |
|------------------|----------------------------------|----------------------------------|
| 4 | \$17,085.90 | \$25,629.24 |
| 5 | 17,940.52 | 26,910.78 |
| 6 | 19,285.50 | 28,928.12 |
| 7 | 20,774.78 | 31,162.30 |
| 8 | 22,953.32 | 34,429.98 |
| 9 | 25,363.00 | 38,044.24 |
| 10 | 28,028.00 | 42,041.74 |
| 11 | 30,002.18 | 45,003.40 |
| 12 | 33,452.12 | 50,178.18 |
| 13 | 37,300.12 | 55,949.92 |
| 14 | 41,588.56 | 62,382.58 |
| 15 | 46,371.52 | 69,557.54 |
| 16 | 52,380.12 | 78,570.18 |
| 17 | 58,403.54 | 87,605.44 |
| 18 | 65,119.86 | 97,679.66 |
| 19 | 73,510.06 | 110,264.70 |
| 20 | 81,963.44 | 122,945.42 |
| 21 | 91,389.48 | 137,083.96 |

2. The Pay Plan adopted by this Ordinance shall remain in effect until amended by Council.

3. Pursuant to §2-68, Code of the City of Roanoke (1979), as amended, effective July 1, 2004, the City Manager shall promulgate and cause to be distributed among the officers and employees of the City a Classification Plan, consisting of a plan of classification assigning a pay grade and pay range in accordance with this Ordinance and class code to each position in the classified service of this City.

4. Performance increases, up to three and one-half percent (3.5%) of the employees' current base salary, may be awarded officers and employees according to their performance scores. For officers and employees appointed or hired after July 1, 2003, performance increases shall be prorated based on number of pay periods served pursuant to policies and procedures promulgated by the City Manager.

5. If, after any applicable salary increases provided for in this Ordinance, any officer's or employee's salary is below the applicable minimum for his or her pay range, such officer's or employee's annual base salary shall be adjusted to the applicable minimum.

6. Annual salary increments payable on a bi-weekly basis are provided for the hereinafter set out job classifications which require the incumbent to privately own or lease a motor vehicle routinely used in the course of conducting City business as follows:

| <u>POSITION TITLE</u> | <u>ANNUAL SALARY INCREMENT</u> |
|---|---------------------------------------|
| Appraiser I | \$ 1,620.00 |
| Appraiser II | \$ 1,620.00 |
| Assistant City Managers (unless City Manager has assigned a City vehicle to the individual Assistant) | \$ 2,000.00 |
| City Attorney | \$ 2,000.00 |
| City Clerk | \$ 2,000.00 |
| Deputy Director of Real Estate Valuation | \$ 1,620.00 |

| | |
|-------------------------------------|-------------|
| Director of Civic Facilities | \$ 2,000.00 |
| Director of Finance | \$ 2,000.00 |
| Director of Real Estate Valuation | \$ 1,620.00 |
| Municipal Auditor | \$ 2,000.00 |
| Supervising Appraiser | \$ 1,620.00 |
| Senior Tax Compliance Administrator | \$ 1,300.00 |

If the requirement that any of the foregoing officers or employees own or lease a motor vehicle for routine use in the conduct of City business should be eliminated, then the salary increment established by this Ordinance shall be terminated as of the date of elimination of such requirement.

7. In order equitably to compensate sworn police officers assigned to the Criminal Investigation Division and in lieu of provision by the Police Department of uniforms and accessories, each such officer shall be accorded an annual salary increment of \$600.00 payable on a bi-weekly basis as a uniform allowance.

8. Each employee of the Fire-Emergency Medical Services Department hired by the City as a Firefighter prior to April 18, 1991, who has received Emergency Medical Technician certification and actively participates in the City's First Responder Program shall be accorded an annual salary increment of \$1,200 payable on a bi-weekly basis.

9. Each employee of the Fire-Emergency Medical Services Department who has been certified to either the Specialist or Technician level for the handling of hazardous materials and who is a member of the Regional Hazardous Materials Response Team shall be accorded an annual salary increment of \$1,200 payable on a bi-weekly basis.

10. The City Manager is authorized to continue a police career enhancement program to provide pay incentives to police officers below the supervisory level. Such program may

include consideration for training, formal education, experience, and specialized assignments. The annual pay supplement shall range from \$938 to \$4,182 payable on a bi-weekly basis.

11. The City Manager is authorized to continue a Community Policing Specialist program to provide pay incentives to police officers. Such program may include consideration for training and community participation. The annual pay supplement is two percent (2%) of base salary.

12. The City Manager is authorized to continue a merit pay program for Firefighter/Emergency Medical Technicians who attain a cardiac technician certificate. The annual pay supplement shall be in the amount of \$1,769 payable on a bi-weekly basis. If a qualified employee is receiving an EMT stipend, pursuant to the provisions of Paragraph 8, above, then the employee shall, in addition to the EMT stipend, receive the difference between such stipend and the merit pay authorized hereby.

13. A pay stipend of \$100 per month, or \$1,200 annually, paid monthly, shall continue to be awarded to members of the City Planning Commission and the Board of Zoning Appeals upon attainment of certification through the Virginia Certified Planning Commissioner Program and the Virginia Certified Board of Zoning Appeals Program, respectively. New appointees will be required to attain certification within one year of the date of appointment

14. A pay stipend of \$100 per month, or \$1,200 annually, paid monthly, shall be awarded to members of the Architectural Review Board upon attainment of certification through the Virginia Certified Architectural Review Program. New appointees will be required to attain certification within one year of the date of appointment.

15. When any salary increase provided in paragraphs 4, 10, 11 or 12 of this Ordinance would cause an officer or employee to exceed the maximum annual pay range applicable to such

officer's or employee's position, such officer or employee shall receive a salary increase only in such amount as will not exceed the maximum pay range for such officer's or employee's position.

16. Each employee of the Sheriff's office who meets qualifications for Master Deputy Sheriff and has been appointed such by the Sheriff shall receive a five percent (5%) increase to base annual salary. This increase shall be capped at no more than five percent (5%) above the pay range maximum for a Deputy Sheriff. Any Master Deputy Sheriff who fails to meet required qualifications and is removed from appointment by the Sheriff shall have the base annual salary reduced by five percent (5%).

17. To the extent of any inconsistency, Ordinance No. 36312-051203, adopted May 12, 2003, as amended by Ordinance No. 36478-091503, adopted on September 15, 2003, except for Paragraph 16 thereof, which shall remain in force and effect until amended in accordance with the provisions of State law, relative to the annual salaries of the Mayor, Vice-Mayor and Council members, is hereby REPEALED.

18. Any increase in compensation due to any officer or employee due under this ordinance shall be first paid beginning with the paycheck of July 14, 2004.

19. The provisions of this ordinance shall be in full force and effect on and after July 1, 2004.

20. Pursuant to §12 of the Roanoke City Charter, the second reading by title paragraph of this ordinance is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE

DEPARTMENT OF FINANCE

215 Church Avenue, S.W., Room 461

P.O. Box 1220

Roanoke, Virginia 24006-1220

Telephone: (540) 853-2821

Fax: (540) 853-6142

JESSE A. HALL

Director of Finance

email: jesse_hall@ci.roanoke.va.us

ANN H. SHAWVER

Deputy Director

email: ann_shawver@ci.roanoke.va.us

May 13, 2004

The Honorable Ralph K. Smith, Mayor
 The Honorable C. Nelson Harris, Vice Mayor
 The Honorable William D. Bestpitch, Council Member
 The Honorable M. Rupert Cutler, Council Member
 The Honorable Alfred T. Dowe, Jr., Council Member
 The Honorable Beverly Fitzpatrick, Jr., Council Member
 The Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Council Members:

Subject: Cost of Living Raise for Retirees – FY2005

Background:

Retirees of the City of Roanoke Pension Plan (the Plan) are awarded cost of living adjustments (COLA) on an ad hoc basis by City Council. The Plan does not include a provision for an automatic COLA due to the significant actuarial cost and related increase in contribution rates. Thus, COLA's are not pre-funded in the Plan, but rather the increased cost is recognized when the increase has been awarded.

Factors that are considered as part of the recommendation for an annual adjustment are the change in the Consumer Price Index, the increased cost to the Plan, the amount of raises provided by similar plans within the state, and the amount of increase provided by Social Security.

Considerations:

Eligible members of the City of Roanoke Pension Plan received a 1.4% COLA on July 1, 2003, compared to a 2.25% raise given to active employees. The 1.4% COLA provided to retirees was the same percentage as the COLA given by Social Security,

which is tied to the Consumer Price index. City of Roanoke retirees have received the same percentage COLA as given by Social Security for the past several years. The Recommended Budget for FY05 includes a 3% raise for active employees. Social Security provided a 2.1% increase for calendar year 2004 and the same is being recommended for our retirees. Attachment A lists the percentage increases either granted or to be recommended by 9 other plans within the State, including the Virginia Retirement System.

The recommended increase applies to those retirees who retired on or before July 1, 2003. Approximately 1,457 of 1,530 retirees, or 95% of those receiving benefits as of March 31, 2004, will be eligible for the increase. The increase will apply to a member's or surviving spouse's annual retirement allowance, excluding any incentive payments made under the Voluntary Retirement Incentive Program established by Ordinance No. 30473-41591, adopted April 15, 1991 or to the retirement supplement paid according to Section 22.2-61 of the Code.

The contribution rate for FY05 will increase from 7.59% to 9.56% of payroll. The additional cost to the General Fund is approximately \$1,040,000. All City operating funds along with the Roanoke Regional Airport Commission, School Board, Roanoke Valley Resource Authority, Roanoke Valley Detention Commission, Western Virginia Water Authority, and the Commonwealth of Virginia will assume their pro rata cost for funding the COLA.

The proposed 2.1% increase to eligible members of the Plan, effective July 1, 2004, will increase the average annual retirement allowance by approximately \$238, costing the Plan an additional \$346,955 annually. The actuarial cost of a 2.1% COLA is estimated at \$3.3 million to be funded over the next 20 years through the annual payroll contribution rate. This results in an increase of approximately \$220,000 in annual contributions to the Plan.

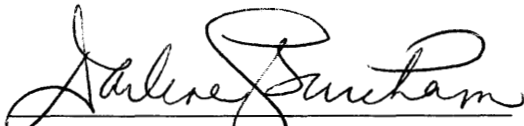
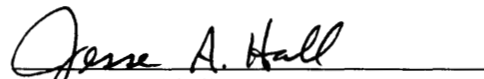
Consideration was also given to a request, by the president of the Roanoke City Retirees Association, to provide a supplement toward health insurance for employees 65 years of age and older. The current supplement provides a monthly benefit to those employees with 20 or more years of service to age 65 (Medicare eligibility date) in an amount equal to seventy-five (75%) of the amount the City of Roanoke contributes monthly towards the cost of a single active employee's health insurance. The supplement for the calendar year of 2004 is \$206.25. Modifying the supplement to a lifetime benefit for current and future retirees would increase the FY2005 contribution rate from 9.56% to 12.68%, requiring an additional contribution of \$2,125,000.

Honorable Mayor and Members of City Council
May 13, 2004
Page 3

Recommendation:

We recommend adoption of the accompanying ordinance granting a 2.1% COLA for eligible retirees. While consideration was given to extending the supplement after Medicare eligibility age 65, due to the significant cost we do not recommend any change to the supplement at this time. We would be pleased to address questions regarding the proposed retirement allowance increase.

Respectfully submitted,


Darlene L. Burcham
City Manager
Jesse A. Hall
Director of Finance

DLB/JAH:ca

Attachment

c: William M. Hackworth, City Attorney
Mary F. Parker, City Clerk
Andrea F. Trent, Retirement Administrator

**Association of Municipal Retirement Systems of Virginia
Cost of Living Adjustments**

| LOCALITY | COLA PROPOSED FOR FY 05 |
|---|------------------------------------|
| Arlington | 2.3% |
| Charlottesville | 1.5% |
| Fairfax County - Education | 3.0% |
| Fairfax County – General Employees & Public Safety | 2.0% |
| Falls Church | 1.1% |
| Newport News | 1.65% |
| Richmond | 1.9% |
| Roanoke | 2.1% |
| VRS | 2.3% |
| Social Security | 2.1% |

1. Roanoke County, Vinton, Salem, Roanoke City Sheriff, and Professional School Board employees/retirees are members of VRS.

WMH

IN THE CITY COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

AN ORDINANCE providing for certain supplemental benefits under the City of Roanoke Pension Plan to certain members of such Plan and certain of their surviving spouses; providing for an effective date; and dispensing with the second reading by title of this ordinance.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. The retirement allowance payable on account of certain members of the City of Roanoke Pension Plan being defined in Paragraph 2 infra who retired on or before July 1, 2003, shall effective July 1, 2004, be increased by two and one tenth percent (2.1%) of itself, not including any incentive payments made under the Voluntary Retirement Incentive Program established by Ordinance No. 30473-41591, adopted April 15, 1991, and not including any Retirement Supplement, as provided for in §22.2-61, Retirement Supplement, of the Code of the City of Roanoke (1979), as amended (hereinafter "City Code"), calculated as of July 1, 2004.

2. The increase in benefits provided for in Paragraph 1 of this ordinance shall apply to the following categories of persons entitled to receive benefits under the City of Roanoke Pension Plan only:

- a. Any member of the Employees' Supplemental Retirement System (hereinafter "ESRS") or of the Employees' Retirement System (hereinafter "ERS") retired under §22.2-43, Normal Service Retirement, or under §22.2-47, Retirement and Service Retirement Allowance Generally, respectively, of the City Code.

- b. Any member of ESRS or ERS retired under §22.2-50, Nonoccupational Disability Retirement Allowance, of the City Code; or
 - c. Any member of ESRS or ERS retired under §22.2-51, Occupational Disability Retirement Allowance, of the City Code; or
 - d. Any member of the ESRS retired under §22.2-44, Early Service Retirement Allowance, or §22.2-45, Vested Allowance, or any member of ERS retired under §22.2-48, Early Service Retirement Allowance, or §22.2-49, Vested Allowance, of the City Code; or
 - e. Any surviving spouse of a member, provided such surviving spouse is entitled to benefits under Article IX, Payment of Benefits, of Chapter 22.2, Pensions and Retirement, of the City Code, and further provided that the deceased member through whom the surviving spouse is entitled to benefits would qualify, if alive, under paragraph 2.a., 2.b., 2.c., or 2.d. of this ordinance; or
 - f. Any member retired under §22.2-75, Pensions for Members of Police and Fire Departments as of December 31, 1945, of Chapter 22.2, Pensions and Retirement, of the City Code, or the surviving spouse of any such member.
3. This ordinance shall be in full force and effect on July 1, 2004.
4. Pursuant to the provisions of Section 12 of the Roanoke City Charter, the

second reading of this ordinance by title is hereby dispensed with.

ATTEST:

City Clerk.



CITY OF ROANOKE

OFFICE OF THE CITY MANAGER

Noel C. Taylor Municipal Building
215 Church Avenue, S.W., Room 364

Roanoke, Virginia 24011-1591

Telephone: (540) 853-2333

Fax: (540) 853-1138

CityWeb: www.roanokegov.com

May 13, 2004

Honorable Ralph K. Smith, Mayor
Honorable C. Nelson Harris, Vice Mayor
Honorable William D. Bestpitch, Council Member
Honorable M. Rupert Cutler, Council Member
Honorable Alfred T. Dowe, Jr., Council Member
Honorable Beverly T. Fitzpatrick, Jr., Council Member
Honorable Linda F. Wyatt, Council Member

Dear Mayor Smith and Members of City Council:

**Subject: Approval of the 2004-2005
Annual Update to the 2000-
2005 Consolidated Plan**

Background:

In order to receive Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and Emergency Shelter Grant (ESG) funding, the U.S. Department of Housing and Urban Development (HUD) requires that entitlement localities such as the City of Roanoke submit a 5-year Consolidated Plan and Annual Updates.

Considerations:

In a letter dated March 24, 2004, Council received an update on the tentative HUD funding recommendations for Fiscal Year 2004-2005. The proposed 2004-2005 Annual Update was provided to Council at its meeting on April 19, 2004, as part of the Recommended Resource Allocation Plan. The draft Annual Update was made available for public review and comment for a 30-day period beginning April 8 and ending May 7, 2004. Opportunities for citizen input were provided at three public hearings held November 6, 2003, April 1, 2004, and April 29, 2004. In addition, information regarding availability of the plan for public review was sent to each member of the Roanoke Neighborhood Advocates. A summary of the plan and related information was also posted on the City's website, including details to assist the public in submitting comments and the deadline for receipt of comments. To ensure that the City's HUD fiscal year begins on July 1, 2004, HUD must receive the Annual Update by May 17, 2004.

Funding for FY 2004-2005 will be available from the following sources:

| | |
|--|---------------|
| New 2004-2005 HUD Entitlements | \$3,096,030 |
| Estimated 2004-2005 Program Income | 515,051 |
| Estimated Prior Year Excess Program Income | 133,218 |
| Estimated Prior Year Carry-over | <u>20,000</u> |
| Total HUD Funds | \$3,764,299 |

It is estimated that the \$3.8 million in HUD funds indicated above will leverage or otherwise be combined with as much as an additional \$9.2 million in other public and private funding. Thus, the total estimated investment in activities included in the Annual Update is approximately \$13.0 million.

Recommended Action:

Approve the 2004-2005 Annual Update, as abstracted in the attached summary, and authorize the City Manager, or the City Manager's designee, to submit the Annual Update to HUD for final review and approval, including execution of all necessary documents pertaining thereto, such documents to be approved as to form by the City Attorney.

Respectfully submitted,


Darlene L. Burcham
City Manager

DLB:fb

Attachment

c: Mary F. Parker, City Clerk
William M. Hackworth, City Attorney
Jesse A Hall, Director of Finance
Sherman M. Stovall, Acting Director of Management and Budget
Frank E. Baratta, Budget Team Leader

CM04-00075

Summary

Draft

**2004-2005
Annual Update**

to the

**2000-2005
Consolidated Plan**



CITY OF ROANOKE HUD ENTITLEMENT GRANTS FY 2004-2005

Overview

Each year, the City of Roanoke receives over \$3,000,000 in new federal funding under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Shelter Grant (ESG) programs of the U.S. Department of Housing and Urban Development (HUD). Roanoke is designated an "entitlement community" under these programs, which means that the HUD funds are granted to the City each year using a formula based on population, income levels, and other factors. The amount of the grants received locally is determined by the total amount of funding the U.S. Congress appropriates and the number of entitlement communities nationwide. The City must submit a five-year Consolidated Plan with Annual Updates in order to receive its entitlements.

CDBG

The City has received CDBG funds for thirty years. These funds assist with housing, economic development, human services, neighborhood and other needs. For Fiscal Year 2004-2005, Roanoke's new entitlement will be \$2,207,000, unchanged from last year. However, including estimated carry-over funds and program income, a total of \$2,808,439 is expected to be available for Fiscal Year 2004-2005. This total represents a decrease of 9.2% in the overall amount of CDBG funding available compared to the prior year. It is important to note that carry-over and program income are variable funding sources which may not be available at comparable levels in future years. The amount of CDBG funds which can be used for human services, planning and administrative activities is limited. To ensure that the maximum amount of CDBG funds is available for community needs, approximately \$560,000 in administrative activities previously funded by CDBG were transferred to the City's General Fund during previous years. No City staff are funded by CDBG, HOME or ESG.

HOME

Created by the National Affordable Housing Act of 1990, the HOME program addresses the nation's need for affordable housing by funding such projects as rehabilitation, new construction, homeownership assistance and improvements to rental housing. The City has received a HOME grant each year since 1992. For Fiscal Year 2004-2005, Roanoke's entitlement will be \$808,299, including a separate, new HOME allocation of \$51,199 under the "American Dream Downpayment Initiative." In all, this represents a \$48,583, or 6.4%, increase compared to the 2003-2004 funding level. Considering estimated carry-over and program income, a total of \$875,129 is expected to be available for Fiscal Year 2004-2005 HOME activities, representing an overall 2.0% increase in HOME funds compared to the previous year. As with CDBG funds, the amount of carry-over and program income may vary substantially from year to year. At least 15% of each year's new HOME basic entitlement must be reserved for projects conducted by certified Community Housing Development Corporations ("CHDOs"). HOME funds require a match from local cash and non-cash resources; the City's match requirement for Fiscal Year 2004-2005 is 12.5%.



ESG

ESG funds are provided to the City through the Stewart B. McKinney Homeless Assistance Act, under a process which may allocate funds intermittently. The allocation for Fiscal Year 2003-2004 is expected to be \$80,731, a \$3,731 increase compared to the 2003-2004 funding level. ESG funds support assistance to homeless individuals and families, including assistance to shelters.

FUNDING SUMMARY

Fiscal Year 2004-2005

(All funds estimated and subject to change.)

Funding Available

| | | |
|--------------|---|--------------------|
| CDBG: | 2004-2005 Entitlement Grant | \$2,207,000 |
| | 2004-2005 Program Income ^(a) | 490,051 |
| | 2003-2004 Carry-Over | 20,000 |
| | 2003-2004 Excess Program Income | <u>91,388</u> |
| | Subtotal - CDBG Funds Available | \$2,808,439 |
| HOME: | 2004-2005 Entitlement Grants ^(b) | \$808,299 |
| | 2004-2005 Program Income ^(a) | 25,000 |
| | 2003-2004 Carry-over | 0 |
| | 2003-2004 Excess Program Income | <u>41,830</u> |
| | Subtotal - HOME Funds Available | \$875,129 |
| ESG: | 2004-2005 ESG Entitlement Grant | \$80,731 |

Total 2004-2005 CDBG, HOME and ESG Funds Available **\$3,764,299**

Total 2004-2005 CDBG, HOME and ESG Funds
Recommended for Allocation **\$3,764,299**

Balance of Funds Available **\$0**

^(a) Estimated Program Income:

| | | |
|--------------|------------------------------|------------------|
| CDBG: | Hotel Roanoke | \$400,000 |
| | RRHA Rental Rehab Loans | \$25,000 |
| | Other RRHA Projects | \$15,000 |
| | Home Loans/Atlantic Mortgage | \$15,000 |
| | Cooper Lease | \$13,333 |
| | Lagniappe Loan | \$7,620 |
| | Sands Woody Loan | \$6,722 |
| | TAP SRO Loan | \$5,618 |
| | Downtown Associates | <u>\$1,758</u> |
| | | \$490,051 |
| HOME: | RRHA Projects | \$25,000 |

^(b) The City is expecting \$757,100 in regular HOME funds and a separate \$51,199 HOME entitlement under the "American Dream Downpayment Initiative."

2004-2005 HUD Funding Recommendations

| | | |
|-----------------------------|---|--------------------|
| Funding by Category: | Housing and Neighborhood Development Activities | \$2,685,084 |
| | Economic Development Activities | 724,707 |
| | Homeless Services Activities (ESG Funded) | 80,731 |
| | Human Services Activities | 263,777 |
| | Planning and Other Activities | 10,000 |
| | Total | \$3,764,299 |

Breakout: Total 04-05 Funding Supporting Development Activities in City Council
"Focus Neighborhoods" **\$2,201,647**

| Project Name | Agency | Current | Requested | For 04-05 |
|---|---|--------------------|--------------------|--------------------|
| Apple Ridge Summer Academic Camp | Apple Ridge Farm | \$17,420 | \$8,580 | \$8,580 |
| SCI Microloan Program | Business Seed Capital, Inc. | 0 | 100,000 | 100,000 |
| HPC Homeownership Program | Community Housing Partners Corp. | 0 | 215,000 | 215,000 |
| Homeless Relocation | Housing & Neighborhood Svcs | 90,000 | 90,000 | 135,000 |
| Homeless Relocation Fund | Blue Ridge Housing Development Corp. | 0 | 106,660 | 50,000 |
| Thomas Center for Artistic & Cultural Development | Total Action Against Poverty | 0 | 400,000 | 100,000 |
| Empowering Individuals w/ Disabilities ^(a) | Blue Ridge Independent Living Center | 43,550 | 65,000 | 48,250 |
| Family Services & Pathways Program | Presbyterian Community Center | 50,000 | 50,000 | 30,000 |
| Family Strengthening | Child Health Investment Partnership | 17,699 | 8,850 | 8,850 |
| Fairfax/Gilmer Facades Program | Economic Development | 0 | 99,400 | 70,762 |
| Helping Elderly Live Pleasantly | Total Action Against Poverty | 67,000 | 33,000 | 33,000 |
| Historic Review Services | Management and Budget | 5,000 | 7,500 | 7,500 |
| Hotel Roanoke 108 Loan Payment | Finance Dept. | 554,507 | 428,945 | 428,945 |
| Housing Rehabilitation Reserve | Management and Budget | 0 | 25,000 | 25,000 |
| HUD Administration Funds | Management and Budget | 0 | 2,500 | 2,500 |
| Individual Development Accounts Program | Total Action Against Poverty | 33,442 | 22,406 | 22,406 |
| Mortgage Assistance Program | Housing & Neighborhood Svcs | 100,000 | 100,000 | 51,199 |
| Neighborhood Development Grants | Housing & Neighborhood Svcs | 50,000 | 70,000 | 40,000 |
| NEO 5th Street Gateway Project | NW Neighborhood Environmental Org. | 200,000 | 500,000 | 500,000 |
| Project GOLD (G'boro Opportunities Lev. Devel.) | Housing Authority & Blue Ridge Housing | 0 | 926,293 | 926,293 |
| RAM House | Roanoke Area Ministries | 16,840 | 25,000 | 25,000 |
| RAM House Improvements ^(b) | Roanoke Area Ministries | 20,000 | 80,000 | 80,000 |
| Resource Mothers | Health Department | 20,000 | 10,638 | 10,638 |
| ESOURCE-FUL Elder Care Mgmt and Center | Family Services of Roanoke Valley | 0 | 41,969 | 41,969 |
| Roanoke Valley Interfaith Hospitality Network | Roanoke Valley Interfaith Hospitality Network | 9,900 | 12,800 | 12,800 |
| School Age After-School Therapeutic Childcare | YWCA | 0 | 40,000 | 39,754 |
| Small Business Development Center | Roanoke Regional Chamber of Commerce | 70,350 | 34,650 | 25,000 |
| Southeast . . . By Design – 2004/2005 Delivery Costs | Housing Authority & Blue Ridge Housing | 0 | 260,000 | 260,000 |
| Special Needs Program | Rike Redev. and Housing Authority | 168,842 | 250,000 | 160,000 |
| Substandard Housing Rehab/Reconstr NonLMI | Housing & Neighborhood Svcs | 0 | 100,000 | 100,000 |
| Summer Camp Scholarships | Boys & Girls Club | 25,145 | 16,800 | 15,000 |
| Target Neighborhood Infrastructure Improvements | Engineering | 0 | 69,592 | 69,592 |
| Transitional Living Center | Total Action Against Poverty | 20,000 | 19,127 | 12,431 |
| TRUST, The Roanoke Valley Trouble Center | TRUST | 30,260 | 30,500 | 30,500 |
| Women's Resource Center - Crisis Services | Total Action Against Poverty | 0 | 39,477 | 39,477 |
| MCA Magic Place at Hurt Park & Morningside | YMCA of Roanoke Valley | 32,297 | 30,603 | 30,603 |
| YWCA Youth Club | YWCA | 16,750 | 8,250 | 8,250 |
| TOTALS | | \$3,534,800 | \$5,963,396 | \$3,764,299 |

^{a)} Program has human services and housing components; funding is \$8,250 and \$40,000, respectively.

^{b)} RAM awarded \$100,000 in 03/04 budget over 5 years; \$20,000 provided for 03/04, balance accelerated to 04/05.

2004-2005 Draft Annual Update Project Summaries

Apple Ridge Farm Summer Academic Camp and Reading Adventure Program - (Apple Ridge Farm, Inc.) Provides partial funding of staff for reading program and for program supplies/materials for the summer camp program offered to youth of the housing communities. (Funding Recommended: \$8,580)

BSCI Micro-Loan Fund – (Business Seed Capital, Inc.) Provides revolving micro-loan funds for start-up and existing businesses for economic development, leveraging another \$100,000 in conventional financing from local lenders and creating new jobs, 51% to be filled by low-income persons. All operational costs are covered by other resources. (Funding Recommended: \$100,000)

CHPC Homeownership Program – (Community Housing Partners Corp.) Provides funds as part of a \$911,000 program to acquire, rehabilitate and sell 8 homes in the Hurt Park/Mountain View/West End area. Note: CHPC is new to the City. It began operations 25 years ago as Virginia Mountain Housing Corp., now operates in several localities and has received state recognition for quality work. (Funding Recommended: \$215,000)

Demolition - (Department of Housing and Neighborhood Services) Provides funds for demolition and associated costs. (Funding Recommended: \$135,000)

Demolition Fund – (Blue Ridge Housing Development Corp.) Funds to acquire and demolish 10 deteriorated houses for use in new low/mod housing construction. (Funding Recommended: \$50,000)

Dumas Center for Artistic and Cultural Development - (Total Action Against Poverty) Funds to assist the Dumas Center and construction of a new wing to which the Harrison Museum of African-American Culture would relocate. Part of the \$3.6 million development of Dumas Center, of which about \$2.55 million is committed from various sources. (Funding Recommended: \$100,000)

Empowering Individuals With Disabilities - (Blue Ridge Independent Living Center) Funds to provide assistive devices and for housing modifications to aid persons with disabilities to live as independently as possible. (Funding Recommended: \$48,250)

Family Services and Pathways Program - (Presbyterian Community Center) Provides for staffing and program materials/supplies associated with after-school tutoring and homework assistance program for southeast school children. (Funding Recommended: \$30,000)

Family Strengthening - (Child Health Investment Partnership of Roanoke Valley) Partially funds salary, payroll taxes, and benefits for a family case manager. (Funding Recommended: \$8,850)

Gainsboro/Gilmer Façade Grants – (Department of Economic Development) Provides grants of up to 65% of the cost, to a maximum of \$9,000, to businesses to improve commercial and industrial facades in these two neighborhoods. (Funding Recommended: \$70,762)

Helping Elderly Live Pleasantly - (Total Action Against Poverty) Funds for emergency home repairs, with priority to very-low income elderly and disabled in areas other than Gainsboro, Gilmer and Southeast. See also "Special Needs Program" below. (Funding Recommended: \$33,000)

Historic Review Consultant Services – (Department of Management and Budget) Funds set aside for contracted historic review services required by federal regulations prior to altering the appearance of housing or other structures with CDBG and/or HOME assistance. (Funding Recommended: \$7,500)

Hotel Roanoke 108 Loan Payment – (Department of Finance) Funds set aside for the 11th of 20 installments to repay the \$6,000,000 HUD Section 108 loan associated with renovating the Hotel Roanoke. (Funding Recommended: \$428,945)

Housing Rehabilitation Reserve – (Department of Management and Budget) Funds for housing rehabilitation contingency funding

or additional rehabilitation services during the 2004/2005 period. (Funding Recommended: \$25,000).

HUD Administration Funds – (Department of Management and Budget) Funds for such costs as special property inspections, additional environmental review services, ads or other needs arising as part of the administration of the HUD funds. (Funding Recommended: \$2,500)

Individual Development Account (IDA) Project – (Total Action Against Poverty) Partial operating funds to conduct a program assisting lower-income city residents to accumulate savings for the downpayment to purchase a home. (Funding Recommended: \$22,406)

Mortgage Assistance Program – (Department of Housing & Neighborhood Services) Provides funds for low-interest loans of up to \$8,000 to homebuyers for down payment and closing cost assistance. (Funding Recommended: \$51,199. Note: The funding source is the HUD "American Dream Downpayment Initiative" 2004/2005 allocation to the city.)

Neighborhood Development Grants - (Department of Housing and Neighborhood Services) Provides funds for competitive grants, ranging from \$250 to \$20,000 for eligible projects, to organizations that have completed a neighborhood improvement plan. (Funding Recommended: \$40,000)

NNEO Fifth Street Gateway Project – (NW Neighborhood Environmental Organization) CDBG and HOME funds set aside for the 2004/2005 installment for this project, toward a total commitment of \$2,350,000. (Funding Recommended: \$500,000; Note: In the event that, during the 2004/2005 period, this project is unable to use any or all of these funds or the 2003/2004 installment of \$200,000, the funds may be reallocated to activities in the Gainsboro neighborhood. Any such reallocation would affect the timing of installments, but not the overall commitment to the NNEO project.)

Project GOLD (Gainsboro Opportunities Leveraging Development) – (Roanoke Redevelopment and Housing Authority and Blue Ridge Housing Development Corp.) Joint submission by RRHA and BRHDC for homeownership activities, such as acquisition and rehabilitation or new construction of properties for sale, downpayment assistance, and homeowner education; rehabilitation of owner-occupied and rental housing; and limited/emergency repairs, including assistance targeted to the elderly. Leverages an additional \$1.0 million through lines of credit, private loan funds and state loan funds. (Funding Recommended: \$926,293)

RAM House - (Roanoke Area Ministries) Funds to provide essential services and assist with maintenance/operational costs of the shelter, including purchasing and installing a commercial dishwasher; yearly maintenance fees covering electricity, water, sewer, etc.; and shelter heating costs. (Funding Recommended: \$25,000)

RAM House Improvements – (Roanoke Area Ministries) Last year, this project was awarded \$100,000 in five annual installments to assist in the major renovations and accessibility improvements to the facility. The first \$20,000 installment was effective July 1, 2003. The project is to be complete in the fall of 2004. Therefore, to reduce both interest and administrative costs, the remaining four installments would be combined and effective as of July 1, 2004. (Funding Recommended: \$80,000)

Resource Mothers - (Roanoke City Health Department) Partially funds salary and benefits of one case worker providing counseling and support to pregnant teens and young adults. (Funding Recommended: \$10,638)

RESOURCE-FUL Facility Based Elder Care Management & Resource Center – (Family Services of Roanoke Valley) Funds staff wages, taxes and benefits for care management and counseling services, along with educational and resource identification information at Morningside Manor, Melrose Towers and McCray Court. (Funding Recommended: \$41,969)

Roanoke Valley Interfaith Hospitality Network - (Roanoke Valley Interfaith Hospitality Network) Funds to assist essential services and maintenance/operation of the shelter, such as purchasing bedding; client assistance funds; and client transportation (fuel and maintenance of program's van); telephone lines for case management; laundry supplies; and assurance of accessibility. (Funding Recommended: \$12,800)

School Age After-School Therapeutic Childcare – (YWCA of Roanoke Valley) Funding provides for program staffing and materials. The YWCA in collaboration with Blue Ridge Behavioral Health Care, City of Roanoke Schools and area shelters will provide school age therapeutic childcare, which combines educational after school programming with outpatient therapeutic treatment

services to children who have mental, behavioral, or emotional illness. (Funding Recommended: \$39,754)

Small Business Development Center - (Roanoke Regional Chamber of Commerce) Funds staff and other operational costs of facilitating job creation in poverty areas of the City and for low/mod-income persons by providing assistance to starting and expanding businesses. (Funding Recommended: \$25,000)

Southeast By Design – 2004-2005 Delivery Costs – (Roanoke Redevelopment and Housing Authority) The City has set aside up to \$260,000 in CDBG funds for the project delivery and administrative funds for the Housing Authority and Blue Ridge Housing associated with their Southeast By Design activities to occur during 2004/2005. Any balance in these funds will be reallocated to other activities, with priority given to infrastructure improvements in the Gainsboro and/or Gilmer neighborhoods.

Special Needs Program – (Roanoke Redevelopment and Housing Authority) Funds for limited and emergency owner-occupied housing repair activities in the Gainsboro, Gilmer and Southeast areas, including, but not limited to, assistance targeted to the elderly. See also "Helping Elderly Live Pleasantly" above. (Funding Recommended: \$160,000)

Substandard Housing Rehabilitation/Reconstruction – Non-Low/Mod-Income – (Department of Housing and Neighborhood Services) Funds to broaden the housing choice through financial incentives to developers or other organizations and individuals to assist in the acquisition and rehabilitation or reconstruction of substandard housing which may be sold to individuals exceeding 80% of the median family income. (Funding Recommended: \$100,000)

Summer Camp Scholarships – (Boys & Girls Club of Roanoke Valley) Funds for scholarships to disadvantaged youth which allows them to attend the summer program offered by the Boys & Girls Club. (Funding Recommended: \$15,000)

Targeted Neighborhood Infrastructure Improvements – (Engineering Division) Funds for sidewalks, curb and gutter or other infrastructure needs in either the Gainsboro or Gilmer neighborhoods. (Funding Recommended: \$69,592)

Transitional Living Center - (Total Action Against Poverty) Funds for maintenance and operation of the shelter, such as purchasing playground equipment, furniture for resident and other rooms and for outdoor needs, and construction and improvement of bathrooms. (Funding Recommended: \$12,431)

TRUST, The Roanoke Valley Trouble Center - (TRUST) Provides for essential services and maintenance/operational costs of shelter, such as transitional and emergency housing, including emergency hotel stays for families when TRUST is full, drug testing, food, and client development/life skills training. (Funding Recommended: \$30,500)

Women's Resource Center Domestic Violence Crisis Services – (Total Action Against Poverty) Provides for staff costs of a crisis intervention counselor and some materials for the program, which responds to the needs of domestic violence victims and their children. (Funding Recommended: \$39,477)

YMCA Magic Place at Hurt Park and Morningside - (YMCA of Roanoke Valley) Funding for staffing and program activities of the after-school programs at Hurt Park and Morningside elementary schools. (Funding Recommended: \$30,603)

YWCA Youth Club - (YWCA of Roanoke Valley) Provides staffing for after-school and summer activities to assist youth, ages 10 to 15, to avoid at-risk behaviors. (Funding Recommended: \$8,250)

IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

A RESOLUTION authorizing the City Manager to submit an approved Annual Update to the Consolidated Plan for FY 2004-2005 to the United States Department of Housing and Urban Development (HUD) for final review and approval, and authorizing execution of the appropriate documents for the acceptance of such funding.

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires that entitlement localities such as the City of Roanoke submit a 5-Year Consolidated Plan, with Annual Updates, in order to receive Community Development Block Grant (CDBG) funding, HOME Investment Partnership (HOME) funding, and Emergency Shelter Grant (ESG) funding;

WHEREAS, the current 5-Year Consolidated Plan for the City of Roanoke will expire on June 30, 2005;

WHEREAS, citizen input has been received and considered on three occasions: November 6, 2003, April 1, and April 29, 2004, on the 5-Year Consolidated Plan; and

WHEREAS, the Plan must be approved by this Council and received by HUD by May 17, 2004, to ensure timely receipt of new entitlement funds.

THEREFORE, BE IT RESOLVED by the Council of the City of Roanoke that the City Manager, or the City Manager's designee, is hereby authorized, for and on behalf of the City, to submit the approved 5-Year Consolidated Plan to HUD for review and approval, and

to execute the appropriate documents with HUD for receipt of such entitlement funds, such documents to be approved as to form by the City Attorney.

ATTEST:

City Clerk.



Roanoke Education Association, Inc.

P.O. Box 22

Roanoke, Virginia 24002

An affiliate of
Virginia Education Association and
National Education Association

May 11, 2004

Dear Mayor and Members of Roanoke City Council,

Roanoke Education Association has interviewed all three candidates for the two seats on the Roanoke City School Board. All three were formidable in their answers and candor. They demonstrated various levels of knowledge regarding educational issues and we were impressed with their credentials and their sincerity in serving public education. We as a committee could certainly see all three serving on the School Board.

After much deliberation, we as a committee wish to endorse Mr. Alvin Nash to serve as a trustee of Roanoke City Public Schools. As difficult a task as this is, we are confident that as a board, you will make the best selection possible based on the needs of our school system.

Thank you for your consideration.

Sincerely,

Anita James Price,
President, REA

3101 Willow Road
Roanoke, Virginia 24017

May 11, 2004

Dear Mayor and Members of City Council,

As an individual and citizen of Roanoke for over 25 years and have served as much time if not more in education, I value the position of School Board trustee with a great deal of respect. Serving this appointed position is an awesome responsibility and one not to be dealt with lightly or as a position of "resume building". Much must be taken into consideration including the reciprocal relationship between Council and the Board.

Therefore, it is with the utmost confidence that I wish to endorse **Mr. Courtney Penn**. I have known him for a number of years both personally and professionally. We have served on several task forces and committees together. His professionalism and character have always impressed me. I also respect the fact that he recognizes the need to improve collaboration between our educational stakeholders and promote communication. He has also demonstrated his understanding of educational issues and management.

I would also like to take this opportunity to convey to you my personal concerns in the matter in which this particular selection process was handled. In the past, public impute was allowed for School Board candidates. Although this was conducted earlier on, the candidates for consideration were suddenly changed during the process. I can't help but wonder was this fair or equitable? To me, at the least, it has been quite confusing and disappointing as to how the selection process was finally handled. Certainly as a parent and employee of Roanoke City Schools, I have a vested interest in the awesome responsibility of how decisions are made regarding who will assume the position of trustee of our School system. When the rules of the game are changed during the game, it makes for more confusion.

Thank you for hearing my considerations and me.

Sincerely,


Anita James Price